

**Minutes  
County Road Administration Board  
July 16-17, 2009  
CRAB Office – Olympia, Washington**

**Members Present:** Dean Burton, Garfield County Commissioner, Chair  
Jim Whitbread, PE, Stevens County Engineer, Vice-Chair  
Doug Mattoon, Asotin County Commissioner, Second Vice-Chair  
Dale Snyder, Douglas County Commissioner  
Brian Stacy, PE, Pierce County Engineer  
Drew Woods, PE, Columbia County Engineer  
Marc Boldt, Clark County Commissioner  
John Koster, Snohomish County Council Member

**Staff Present:** Jay Weber, Executive Director  
Walt Olsen, Deputy Director  
Steve Hillesland, Assistant Director  
Karen Pendleton, Executive Assistant  
Randy Hart, Grant Programs Manager  
Jeff Monsen, Intergovernmental Policy Manager  
Larry Pearson, Maintenance Program Manager  
Bob Moorhead, Compliance & Data Analysis Manager  
Don Zimmer, Inventory Systems Manager  
Rhonda Mayner, Secretary

**Absent:** Ray Thayer, Klickitat County Commissioner  
Elizabeth Lagerberg, CRAB Legal Counsel

**Guests:** \*Tim Fife, PE, Franklin County Director/Engineer  
\*Russ Esses, PE, Grays Harbor County Engineer  
\*Bob Thuring, PE, Mason County Engineer  
\*Pete Ringen, PE, Wahkiakum County Director/Engineer

*(\*July 16, 2009 only)*

**CALL TO ORDER**

Chair Burton called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 16, 2009, at the CRAB Office in Olympia. He requested that all cell phones be turned off and that guests sign in.

**CHAIR'S REPORT**

**Approve Agenda for the July 16-17, 2009 Meeting**

Second Vice-Chair Mattoon moved and Mr. Stacy seconded to approve the agenda as presented. **Motion passed unanimously.**

**Approve Minutes of April 16-17, 2009 CRABoard Meeting**

Commissioner Snyder moved to approve the minutes of the April 16-17, 2009 CRABoard meeting and Commissioner Boldt seconded. **Motion passed unanimously.**

**Approve Minutes of June 9, 2009 Special CRABoard Meeting**

Councilmember Koster moved to approve the minutes of the June 9, 2009 Special CRABoard meeting and Mr. Woods seconded. **Motion passed unanimously.**

**Election of Chair, Vice-Chair and Second Vice-Chair**

Chair Burton opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair for the upcoming year.

Commissioner Snyder moved to retain Commissioner Burton as Chair, Mr. Whitbread as Vice-Chair and Commissioner Mattoon as Second Vice-Chair, and Mr. Woods seconded. **Motion passed unanimously.**

**CERTIFICATIONS**

**Resolution 2009-008 Certifying the Master Road Log**

Mr. Zimmer presented Resolution 2009-008 - certify the master county roadlog, to reflect the county road system as of January 1, 2009. He noted that all 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Councilmember Koster moved and Second Vice-Chair Mattoon seconded to approve Resolution 2009-008 certifying the 2009 Master County Roadlog. **Motion passed unanimously.**

**Resolution 2009-009 Certifying MVFT Allocation Factors**

Mr. Zimmer presented Resolution 2009-009 - certify MVFT allocation factors to the Board. Staff recommends approval of the allocation factors.

After Board discussion and questions, Second Vice-Chair Mattoon moved and Commissioner Koster seconded to approve Resolution 2009-009, which determines each county's fuel tax allocation factor for calendar years 2010 and 2011. **Motion passed unanimously.**

**RURAL ARTERIAL PROGRAM**

**Program Status Report**

Mr. Hart reviewed a one-page status report. There are 76 projects being funded at this time. CRAB has total anticipated revenue of \$493,912,925 through the 2011-13 biennium. \$368,052,381 has been expended to date. There are outstanding obligations of \$159,657,412.

**Regional Meetings Update**

Mr. Hart reported on items discussed during recent meetings for all RAP regions.

He noted that the NE Region Engineers have agreed on the proposed final criteria and funding split for potential Resurfacing and Restoration (2R) projects, with a \$750,000 county limit. None of the other regions supported 2R type projects at this time.

#### **Scope Change Considerations**

Mr. Hart presented staff's research on scope change requests. He noted that the majority of requests are due to rising costs of materials and right-of-way issues. He offered staff's suggested language for possible future WAC.

#### **Resolution 2009-010 Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2009-010 – apportion RATA funds to regions. The resolution apportions the accrued amount of \$4,595,531 now credited to RATA to the regions by the established 2007-2009 biennium regional percentages after setting aside \$111,624 for administration. Staff recommends approval of the apportionment.

Second Vice-Chair Mattoon moved and Councilmember Koster seconded to approve Resolution 2009-010. **Motion passed unanimously.**

#### **Resolution 2009-011 Correction to Resolution 2009-007**

Mr. Hart presented Resolution 2009-011 – correction to Resolution 2009-007. He noted that there were unintended changes to the funding amounts listed in the SE Region project list contained in Resolution 2009-007.

Councilmember Koster moved and Commissioner Boldt seconded to approve Resolution 2009-011. **Motion passed unanimously.**

#### **Resolution 2007-012 Establish 2009-2011 Regional Apportionment Percentages**

Mr. Hart presented Resolution 2009-012 – establish 2009-2011 regional apportionment percentages for the five regions for use in the apportionment of RATA funds deposited during the 2009-11 biennium.

Second Vice-Chair Mattoon moved Commissioner Boldt seconded to approve Resolution 2009-012. **Motion passed unanimously.**

#### **Project Request – Franklin County**

Mr. Hart introduced Mr. Fife and reported that Franklin County is requesting a scope change for the Pasco Kahlotus Road 1 project, revising the milepost limits from 10.45-15.40 to 10.18-13.08. This is a net length reduction of 44%. The county is requesting no change in RATA funding.

Mr. Hart noted that the estimated project construction cost has nearly doubled from \$1,660,000 (2002 prospectus estimate) to \$2,845,000 currently. With a current project RATA balance of \$1,236,409, this will require a \$1,608,591

contribution of county funds, up from the \$423,591 based on the original cost. The county states it does not have the funding available to accomplish the project as originally proposed.

The county is offering to construct the more deficient section, MP 10.45–13.08, and remove the northern 2.32 miles of the project, MP 13.08–15.40. The project will retain the two curves originally planned for improvement, and will add a curve prior to the beginning to MP 10.18 at an additional cost of \$160,125. The county proposes these revisions in order to accomplish the more deficient sections of the original project with available funds. Removing the north section from the RATA funded project will save the county road fund approximately \$1,185,000. The county requests that the \$1,350,000 in RATA funding be retained by the shortened and adjusted project.

Mr. Hart reported that staff has reviewed the project site and the scope reduction request. The section the county proposes to drop from the project had 2 - property damage, 1 - injury and 0 - fatal accidents, which contributed to the original score of 70.13. County records indicate one accident was due to hitting a non-domestic animal, one was due to ice and snow, and one was due to exceeding safe speed. The one adverse horizontal curve remains within the reduced RAP project. The final accident rating remains at 1.13 points, and the re-rating of the shortened project yields a ranking score of 70.13, which is identical to the original ranking. Pasco Kahlotus Road 1 Road was the second-to-last funded project on the 2001–03 SE Region priority array and would have been funded at this reduced length. Staff recommends approval of this scope reduction with no reduction in RATA funding.

Following questions and discussion, Vice-Chair Whitbread moved and Mr. Stacy seconded to approve Franklin County's request for a scope change for the Pasco Kahlotus project with no reduction in RATA funding. **Motion passed unanimously.**

#### **Project Update– Franklin County**

Mr. Fife presented an update on Franklin County's R-170 project. He noted that the canal relocation portion was phased in advance, meaning that all remaining portions must be built within two years. The project went out to bid on July 15, 2009. Mr. Hart noted that this was an emergent project, and that the county may have difficulty obtaining the needed funding in time. Mr. Olsen invited Mr. Fife to return for the October 2009 CRABoard meeting to pursue further funding possibilities.

Chair Burton called for a brief recess.

#### **Project Request – Grays Harbor County**

Mr. Hart reported that Grays Harbor County is requesting \$225,000 in emergency RATA funding for the repair of Porter Creek Bridge, per their letter dated May 15,

2009. He introduced Mr. Esses.

Mr. Hart noted that Porter Creek Road is part of a major collector route providing access to private property and farm areas. Due to heavy rainfall and flooding that occurred during the December 3, 2007 flood event, the Porter Creek Bridge lost two timber piles hit by flood-borne debris. The county gained 100% federal emergency funding to do emergency repairs to the bridge and replace the two piles. Further consideration of the bridge's foundation and the likelihood of more flooding, however, prompted the Federal Highway Administration (FHWA) to fund an emergency replacement project. Replacement funds were authorized per Local Agency Agreement ER-0801 (34), agreement number LA 6581, signed by WSDOT and the County Commissioner on February 20, 2009.

The Local Agency Agreement provides \$1,941,650 in federal funding and requires \$298,350 in local matching funds. The construction bids have come in much lower than the estimate, now only requiring \$225,000 in matching funds. Grays Harbor County requests the matching funds be supplied by the RATA as an emergency project.

Grays Harbor County recognizes that if funding is approved, the approved amount will be deducted from its 2011-2013 RAP funding limit.

Mr. Hart noted that staff has reviewed the project site. The proclamation of a statewide emergency was issued by the Governor on December 3, 2007 and included Grays Harbor County as eligible for Federal Highway Administration (FHWA) emergency funding. The Local Agency Agreement is a result of that December 2007 event. CRAB staff recommends approval of \$225,000 in RATA funding for Porter Creek Bridge, and that the approved amount be deducted from the 2011 – 2013 biennium funding limit for Grays Harbor County.

Following questions and discussion, Second Vice-Chair Mattoon moved and Councilmember Koster seconded to approve Grays Harbor County's request for \$225,000 in emergency RATA funding for the Porter Creek Bridge project, with that amount to be deducted from the 2011 – 2013 biennium funding limit for Grays Harbor County. **Motion passed unanimously.**

#### **Project Request – Wahkiakum County**

Mr. Hart reported that Wahkiakum County is requesting an increase of \$79,110 in emergency RATA funding for the repair of AG Hanson Bridge on Beaver Creek Road, Milepost 0.05 to 0.07, per their letter dated May 22, 2007. He introduced Mr. Ringen.

Mr. Hart noted that Beaver Creek Road is a major collector route that connects the Elochoman River Valley of Wahkiakum County with the Mill Creek area of Cowlitz County, and provides an emergency detour route to SR 4. Due to heavy rainfall and flooding that began on November 2, 2006, the A.G. Hanson Bridge,

on Beaver Creek Road, was stuck by river-borne debris, resulting in damage to the upstream girder. The November 2 event was cited by the Governor in her proclamation dated November 9, 2006 which included Wahkiakum County as eligible to receive Emergency Relief program funding from the Federal Highway Administration (FHWA). After discovering the damage to the girder and over concerns for public safety, the county restricted overloads from using the bridge through county resolution 178-06 dated November 14, 2006. Federal Emergency Relief funding was authorized for the bridge in order to repair the girder. The CRAB approved \$17,415 matching funds on July 26, 2007.

On December 3, 2007, the bridge sustained more damage due to water-borne debris which again struck the upstream concrete girder. Governor Gregoire declared a statewide emergency on that date due to rain and floods making Wahkiakum County eligible to receive Emergency Relief funding provided by FHWA through WSDOT. After this second event, the FHWA proposed to replace the damaged girder and raise the bridge 1.5 feet. The new cost estimate provided by FHWA on May 17, 2007 is now \$730,000, bringing the total local match for this work to \$96,525.

The Local Agency Agreement provides \$633,475 in federal funding and requires \$96,525 in local matching funds, \$17,415 of which the CRABoard has already provided. This leaves a shortfall in matching of \$79,110.

Wahkiakum County requests additional matching funds be provided by the RAP emergency provisions and recognizes the additional funding, if approved, will be deducted from its 2011-2013 RAP funding limit.

CRAB staff recommends approval of an additional \$79,110 in RATA funding which brings the total RAP funding to \$96,525, the matching amount for federal funds, and that this amount be deducted from the 2011–2013 biennium funding limit for Wahkiakum County.

Following questions and discussion, Commissioner Snyder moved and Councilmember Koster seconded to approve Wahkiakum County's request for an increase of \$79,110 in emergency RATA funding, with that amount to be deducted from the 2011–2013 biennium funding limit for Wahkiakum County.

**Motion passed unanimously.**

#### **Request for CR-101 Filing – WAC 136-130-050 Project Prioritization in NE Region**

Mr. Hart presented staff's recommended changes to WAC 136-130-050 - project prioritization in northeast region.

Mr. Hart requested that the CRABoard authorize a CR-101 filing of the proposed changes.

Following questions and discussion, Vice-Chair Whitbread moved and Commissioner Boldt seconded to authorize filing of a CR-101 for proposed changes to WAC 136-130-050 - project prioritization in northeast region. **Motion passed unanimously.**

**Request for CR-101 Filing – WAC 136-161-080 Limitations on Allocations of RATA Funds to Counties**

Mr. Hart presented staff's recommended changes to WAC 136-161-080 - limitations on allocations of RATA funds to counties.

Mr. Hart requested that the CRABoard authorize a CR-101 filing of the proposed changes.

Following questions and discussion, Vice-Chair Whitbread moved and Commissioner Boldt seconded to authorize filing of a CR-101 for proposed changes to WAC 136-161-080 - limitations on allocations of RATA funds to counties. **Motion passed unanimously.**

**REQUEST FOR PUBLIC HEARING**

**CR-101 (WSR 09-12-035) – Procedures for Processing Accident Reports**

Mr. Moorhead presented CR-101 (WSR 09-12-035) procedures for processing accident reports (WAC 136-28). He noted one comment received on the proposal. Mr. Moorhead requested the Board set a public hearing for October 29, 2009 at 2:00 pm to consider adoption of the proposed changes.

He noted that language inadvertently retained which refers to the former paper submittal forms will be corrected in the CR-102 filing.

**CR-101 (WSR 09-12-036) – County Forces**

Mr. Moorhead presented CR-101 (WSR 09-12-036) - procedures for county forces. He noted comments received on the issue. Mr. Moorhead requested the Board set a public hearing for October 29, 2009 at 2:00 pm to consider adoption of the proposed changes.

Following questions and discussion, Second Vice-Chair Mattoon moved and Commissioner Boldt seconded to set a public hearing for October 29, 2009 at 2:00 pm to consider adoption of CR-101 (WSR 09-12-035) - procedures for processing accident reports (WAC 136-28) and of CR-101 (WSR 09-12-036) - county forces. **Motion passed unanimously.**

**BUDGET**

**CRAB Budget Update**

Mr. Weber noted that the agency is healthy across all funds. He explained that the current figures do not yet reflect the end of the biennium balances, which will be compiled later this month by OFM.

### **County Training Institute (CTI) Budget**

Mr. Monsen presented two draft budgets for the Board's consideration which were prepared by the Washington State Association of Counties (WSAC) concerning the County Training Institute. The CRABoard is a partner in the venture along with WSAC, Washington Association of County Officials (WACO), and Washington Counties Risk Pool (WCRP), and currently contributes \$10,000 per year to the program.

He noted that the first version provides no additional partner contributions, creating a deficit beginning in 2011. The second version provides an additional \$7,500 per partner contribution for the remainder of this year. WSAC is asking for the additional partner contributions in order to keep the program financially stable for a longer period of time. The CTI partners will be discussing the draft budgets and potential program modifications at their August 4, 2009 meeting.

Mr. Monsen noted that the CTI is modifying their program and it is not known exactly which direction they are going to proceed. Staff recommends that the CRABoard not authorize additional funding to the CTI at this time, and that the Board possibly consider terminating its future financial support to the CTI.

Mr. Weber noted that staff has given many hours of assistance, instruction and clerical assistance as well as funds to the program. He also questioned the value of the program to CRAB's operation. He suggested that staff continue to offer available time and non-monetary support.

## **DEPUTY DIRECTOR'S REPORT**

### **County Engineers/Public Works Directors**

Mr. Olsen announced the following changes in status of County Engineers since April 2009:

1. By phone on May 5, 2009 and by letter May 13, 2009, Benton County announced that an interlocal agreement was signed with Franklin County to utilize the services of Tim Fife, PE, Franklin County Engineer, as Interim County Engineer effective May 11, 2009. The appointment is for three months while a search for a new County Engineer is under way. Interviews will be conducted July 14 & 21, 2009.
2. By letter on June 2, 2009, Ferry County announced that Bob Breshears, PE, has signed a three-year contract to serve as County Engineer effective May 31, 2009.

### **County Visits**

Official County Visits to the following counties were conducted since the April 2009 CRABoard meeting:



- King County
- Clallam County
- Grays Harbor County
- Island County
- Wahkiakum County
- Cowlitz County
- Okanogan County
- Chelan County
- Douglas County
- Benton County

Ferry County Corrective Action Plan Reports received:

- County Engineer's Office for April 2009 on May 4, 2009
- County Engineer's Office for May 2009 on June 4, 2009
- County Engineer's Office for June 2009 on July 1, 2009
- Board of County Commissioners for 2<sup>nd</sup> Quarter of 2009 on July 16, 2009

Numerous contacts with County Engineers took place in other venues.

### **State Auditor's Report**

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has received 5 audit reports representing 4 counties since the April 2009 CRABoard meeting. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

1. Klickitat County: SAO # 1001210, issued on May 4, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated one previous finding, and issued no new findings.
2. Stevens County: SAO # 1001202, issued on May 4, 2009, covering the period from January 1, 2007 to December 31, 2007. This report covered the accountability audit only, updated no previous findings, and issued one new finding, not involving County Road Funds.
3. Whitman County: SAO # 1001673 & 1001674, issued on June 22, 2009, covering the period from January 1, 2007 to December 31, 2007. These reports covered the Accountability and the Financial / Federal Single Audit,

updated four previous findings, and issued one new findings, not involving County Road Funds.

4. King County: SAO # 1001690, issued on June 22, 2009, covering the period from July 1, 2005 to June 30, 2008. This report covered the accountability audit only, updated five previous findings, and issued 12 new findings. While none of the findings involved County Road Funds, the report raised significant issues with the County's construction management practices. These are not financial in nature and do not affect the County's reporting to the County Road Administration Board.

Mr. Olsen noted that 2007 Accountability Audits are outstanding for Benton, Grant, Lincoln, and Wahkiakum Counties. Grant County also has a 2007 Financial Audit outstanding.

#### **Activities**

Mr. Olsen reviewed a list of his activities since the April 2009 CRABoard meeting.

**Chair Burton recessed the meeting at 4:17 pm on July 16, 2009. The CRABoard meeting will resume July 17, 2009 at 8:30 am.**

**County Road Administration Board  
Friday, July 17, 2009**

**CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Burton at 8:30 am on July 17, 2009.

**STAFF REPORTS**

**Information Services**

Mr. Hillesland reported that about twenty counties are staying with Eagle Point, while the rest are switching to the Autodesk design software Civil3D. He noted that staff is preparing for the Road Design Conference in October. He reported that a new version of Mobility was released yesterday, with positive feedback from users about the upgrades and new applications.

Mr. Zimmer noted that approximately 25 counties have been using our VisRate software for road ratings. He has been conducting hands-on training in the counties.

Mr. Hillesland and Mr. Weber noted that new computers have been placed in the training room and the old ones will be used for staff upgrades. CRAB has also purchased two new Ford Escapes and will surplus two of the older cars that have started to accrue large repair bills.

**Intergovernmental Policy Manager**

Mr. Monsen reported on his recent activities and planned third quarter focus. He presented an excerpt from the June 2009 CRAB report to the Washington State Association of County Engineers concerning the reporting of preservation expenditures. He noted that this is a topic of significant concern to many counties.

**Compliance – Bob Moorhead**

Mr. Moorhead reported that all 39 counties have submitted their road log updates and pavement surface condition ratings and they have been reviewed by Mr. Zimmer.

He noted that Kathy O'Shea discovered an irregularity in a number of the County Location Coding Forms submitted by several counties to the WSDOT Traffic Data Office. Upon investigation, it was determined that the apparent errors originated at the TDO and are now in the process of being resolved.

**Maintenance Management**

Mr. Pearson reported on the counties' status of maintenance management systems use and their progress toward compliance with the December 31, 2009 reporting deadline. He commented on staff's work on development of a consistent method of reporting details of maintenance activity.

**Meeting adjourned by Chair Burton at 10:07 am.**

\_\_\_\_\_  
Chair

ATTEST: \_\_\_\_\_